

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Superior Court Administrator
Department: Superior Court
Annual Hours: 2088

Position Number: 1301
Salary: Range I
Classification: Represented

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Persons in this position are responsible for administering all Superior Court matters, which include, but is not limited to, scheduling each matter brought before the presiding judge. These are varied and may involve matters which last merely a few minutes or several days or weeks. This position administrates all the functions of Superior Court both inside and outside the courtroom.

2.0 SUPERVISION RECEIVED

2.1 Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Superior Court Judge.

3.0 SUPERVISION EXERCISED

3.1 Persons in this position hire certified interpreters for the court and court reporters, directing their work.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Schedules all court matters which include judgement motions, show cause hearings, jury trials, and non-jury trials. Contacts all counsel of record, gathers dates and length of trial, and sets the matter on the docket.

4.2 Supervises the selection process of a jury and individual jury members through the trial.

4.3 Keeps the law library up to date assisting attorneys or lay persons in locating the necessary information in the library.

4.4 In charge of guardian ad litem registry list.

4.5 Maintain payroll records of the office including vacation and sick leave information, court appointed attorney's fees, public defender fees and fees of court appointed guardian ad litem.

4.6 Maintains chamber files on pending cases both in the Superior Court and other jurisdictions where the judge is assigned as visiting judge.

4.7 Prepares all correspondence for the Superior Court from either handwritten notices or from dictation.

4.8 Responsible for purchasing supplies, preparing vouchers for payment of supplies, collating, and storing vouchers for record keeping purposes.

4.9 Performs other tasks directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- 5.1 Knowledge of the legal system preferable, both civil and criminal, and the ability to understand and interpret legal concepts and documents.
- 5.2 Ability to administer a law library and to plan, schedule, and direct workflow of the Superior Court.
- 5.3 While performing the duties of this job, the employee is regularly required to talk or hear, sit, and walk. The employee is occasionally required to stand, use hand/finger dexterity to handle objects, and reach with hands and arms.
- 5.4 Good health, and good physical condition, appropriate to the position. The employee must occasionally lift and/or move up to ten (10) pounds.
- 5.5 Must be able to utilize communications and equipment necessary to perform required duties.
- 5.6 Ability to use a typewriter, computer terminal, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.

6.0 MINIMUM QUALIFICATIONS

- 6.1 Must be 18 years of age or older and have at least six (6) months of related work experience. High school diploma or GED equivalent. Three years prior experience in a law office as a legal secretary or substituting post high school course work or training in legal research and pleading preparation, data processing and accounting. Education or experience may be substituted for the required work experience.
- 6.2 Must have a valid Driver's License.
- 6.3 Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance, and improvement.
- 6.4 Must successfully satisfy a background investigation and polygraph procedure.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- 7.1 Understand the need for maintaining confidentiality of sensitive information.
- 7.2 Demonstrated successful administrative experience is preferred. Display ability to implement and maintain sound organizational practices.
- 7.3 Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports Independent and self-motivated to complete required deadlines while simultaneously competing tasks.
- 7.4 Ability to communicate effectively with others, both in writing and orally.

8.0 WORK ENVIRONMENT

- 8.1 While performing the duties of this job, the employee works in a typical office and Superior Court environment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change. The items included are examples of duties and accountabilities to illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position

Position classified on Range I of the Courthouse Bargaining Unit Salary Structure pursuant to Resolution

Position classified on Range F of the Courthouse Bargaining Unit Salary Structure pursuant to Resolution No. R-004-2020 effective January 1, 2020. *(previously classified on Range 9)*

Modified job description adopted to clarify and correct duties with no change in classification per Resolution No. R-011-2020 on February 18, 2020.